Title: Political Affairs & Federation Relations Intern

Department: Political Affairs & Federation Relations

Department Description:
The Political Affairs and Federation Relations Division manages the U.S. Chamber’s political, grassroots, and legislative advocacy programs, including the U.S. Chamber Action website, as well as all member activities relating to the Chamber’s Federation.

Position Overview:
The Political Affairs and Federation Relations intern will assist the entire department in political research, grassroots advocacy, and Federation outreach and management.

Job Responsibilities:
• Provide research support and political analysis for various types of division briefings.
• Monitor news outlets to be informed on current political races.
• Deliver administrative and logistical support for events, including but not limited to fly-in briefings for members nationwide; provide day of support, compose event briefings, and interact with Chamber guests as a representative of the division.
• Provide daily administrative and operational support to the Political Affairs team.
• Execute and manage special projects as assigned.

Qualifications:
• Seeking an individual pursing an undergraduate degree; preference will be given to juniors and seniors.
• Candidates must be based in Washington, D.C. for the duration of the internship and have a keen interest in the American political system.
• Ideal candidate will have excellent organization and communication skills, proficiency in Microsoft Office, and strong proofreading and editing abilities.

We recruit, employ, train, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local law. Our talent acquisition and employment policies are inclusive. We respect both the spirit and letter of the laws of equal employment opportunity.